



# ACCOUNTABILITY DIRECTOR

## JOB ACTION SHEET

### OVERVIEW

Your job is to assemble a student and staff roster at the impacted site.

1. Complete Checklist below
2. Prior to your arrival, get a complete roster from the school district
3. As students arrive to the student assembly area cross check the teachers handwritten attendance with district roster
4. Ensure all staff has been checked in and issued a wristband and Role ID Badge

### REPORTS TO

Impact Site Unified Commander

### SUPERVISES

Accountants

### PRIORITIES

- Initial briefing and continued communications
- Setup accountability area
- Ensure smooth operations of accountability area

### OBJECTIVES

- Every student has been accounted for
- Every staff member has been accounted for

### STRATEGIES

- Standard Reunification Method



### FIRST 60 MINUTES COMPLETE THESE ITEMS

- Accountability area should be completely set up



### ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with the Impact Site Unified Command and the Accountability staff
- Resolve any issues that arise with accountants
- If a security issue arises, contact the nearest Law Enforcement Officer
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work



### DEMOBILIZATION AND TEARDOWN

Return all materials still in your possession to Command Post

Sign-out

### MANIFEST

Wristband

Vest

Role ID Badge

Radio

Laptop computer and access to a printer



### FIRST 15 MINUTES COMPLETE THESE ITEMS

Obtain initial briefing from Impact Site Unified Commander

Review this Job Action Sheet in its entirety

Request accountants from command post if needed

Release accountants for re-assignment as able

Print completed roster and deliver to Reunification Site Command Post

### RADIO CHANNELS

School Radio

Law Enforcement

Fire

EMS



# ACCOUNTABILITY DIRECTOR SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Impact Site Unified Command		
Accountant		
Other		



# ACCOUNTABILITY DIRECTOR

## JOB DESCRIPTION

### OVERVIEW

Your job is to facilitate the safe, orderly and accountable return of students to their parents. Use the supervisors assigned to you to ensure goals are met. Make adjustments as needed.

1. Execute checklist
2. Supervise the recording and verification of attendance with your assigned Supervisors
3. Understand Accountants responsibilities
4. Ensure all staff has been checked in at Command Post and issued a green reunification ID pass
5. Read pages titled "Reunification Process" in the back of this binder for more details on reunification
6. \* Triage may be an impact site function, but Triage is not a part of your supervising structure. If a problem arises and can't be fixed, then refer concerns to Unified Commander-EMS

### REPORTS TO

Impact Site Unified Commander

### SUPERVISES

Accountants

### PRIORITIES

- Assign staff
- Maintain Student Roster
- Starting the recovery process

### OBJECTIVES

- Every student has been accounted for
- Establish roster with School Official
- Every student still in the school's control is transported to the Reunification Site

### STRATEGIES

- Standard Reunification Method

### TACTICS

- See Checklist

### BINDERS

Binders are for top level supervisory roles and include an overview of what each position entails and a process to briefly explain where their position fits into Reunification. Binders also contain materials for subordinates.



Supervisors must read their designated binder first, understand what is being asked of them, request needed staff from staging, and then conduct briefings of their own subordinates.

### JOB ACTION SHEET

Binders contain Job Action Sheets for subordinates. The Job Action Sheets contain the Job Description and Checklist for the task and are located in the back of the binder in a pocket page.



### ROLE ID BADGES

Role ID Badges display the role of the staff member on the front and contain a summary of job duties on the back. Some staff may only receive a Role ID Badge. For example: Greeters can be verbally briefed and can refer to their job duties on the back of the ID.



### WRISTBANDS

Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.



Pink bands are used at the Reunification Site, Green bands are issued to the adults at the impacted site.

# REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART INTERIOR OPERATIONS DIRECTOR



